Our ref:

February 2017

Dear Parent

The Local Authority takes its safeguarding and child protection responsibilities extremely seriously and would like to take this opportunity to offer some guidance to parents who may choose to engage a private tutor for their child.

A Disclosure and Barring Service (DBS) check is a check that is undertaken by the Disclosure and Barring Service on individuals who work with or alongside children. Where relevant, the certificate will contain information about that individual relating to any offences or convictions that may prevent that person from working in that capacity. If there are no such convictions etc., then the certificate will be clear of any such information.

Each certificate is the private property of each individual but parents who choose to engage the services of a private tutor are advised to ask to see a copy of the DBS certificate in order to satisfy themselves that the person is considered suitable to have individual contact with a child or young person.

Private tutors are under no obligation to obtain such a check but we are advising parents to ask to see the DBS certificate of any tutor before you make your decision as to whether to engage their services. Reputable tutors will have obtained a certificate and should be happy to show you that document. If the tutor has a “clear” DBS then there will be nothing recorded against that person. If however, there have been any relevant offences or convictions recorded against that person then these will be shown on the DBS certificate. Therefore, parents are advised to have sight of the full document and not rely on having sight of the name and date of issue of any certificate.

Any relevant information contained in the DBS certificate should assist you in deciding whether to engage the services of a particular individual.

If a tutor has not obtained a DBS check and is unable to show you such a document, then you may wish to consider whether to opt for their services or to seek out a tutor who has obtained a DBS and is willing to share the contents of the certificate with you.

This information is provided for parents as guidance on engaging individual tutors. If you have any query regarding the Disclosure and Barring Service, then information can be obtained on their website at: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Yours sincerely

**Giovanni Isingrini Lisa Curtis-Jones**

**Co Chair Co-Chair**

**Cwm Taf Safeguarding Children & Adults Boards**